

Checklist for Construction Engineering and Inspection Contracts

LPA _____

Project # _____

Termini _____

Consultant _____

ITEMS TO SUBMIT

- ☐ The LPA used the appropriate boilerplate Contract;
- ☐ Labor Cost, Direct Costs and Testing Cost Fee Breakdown are included for the Prime and Subconsultant(s);
- ☐ Approved MDOT District Materials Engineer S&T Letter; and
- ☐ Approved Construction Schedule;

ITEMS TO REVIEW

▪ CONTRACT

- ☐ All items were inserted in the Contract correctly;
- ☐ No Language was added to the Contract or taken out of the Contract unless otherwise approved by MDOT;
- ☐ If MDOT is performing all testing activities, the Consultant removed the testing requirements in the “Scope of Work” of the Contract;
- ☐ The “Exhibit 1” for the Consultant was inserted; and
- ☐ The Prime Consultant did not sublet more than 60% of the work to the Subconsultant(s);

▪ COST FEE BREAKDOWN

- ☐ The current MDOT approved audited overhead rate was used for the Prime and Subconsultant(s) unless MDOT specifically waived this requirement;
- ☐ The rates and classifications in the cost fee breakdown match the Contract;
- ☐ The direct expenses include back up with the appropriate documentation; and
- ☐ Field Rates and Home Rates are properly inserted;